



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **SPECIAL INVESTIGATOR**

**\$3,902 - \$6,076**

**INVESTIGATION DIVISION  
ORANGE REGIONAL OFFICE  
MULTIPLE POSITIONS**

***This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.***

### **RESPONSIBILITIES:**

Under general direction of the Supervising Special Investigator I (Non-Peace Officer) or designee, incumbents perform the insurance investigations relating to regulatory compliance and/or criminal investigations including the enforcement of California and Federal laws related to the transaction of insurance. Travel is required. ***Background check and fingerprinting are required.*** Working irregular hours may be required including nights, holidays, and weekends. **Investigators are appointed pursuant to the provisions of Penal Code § 830.11, and as such, the completion of a thorough background investigation prior to appointment is required.**

The Special Investigator is a deep class with three alternate ranges. Responsibilities include, but are not limited to, conducting independent criminal, civil, and/or administrative investigations to detect or verify suspected violations or provisions of Federal, State, and/or local laws, rules, or regulations; obtaining and verifying evidence to support administrative action, conferences, and/or prosecution; determining type of case and developing investigation plan; conducting and completing investigations; maintaining accurate master investigation case files; providing technical assistance and training to others; cooperating with and securing the assistance of Federal, State, and local law enforcement agencies; preparing clear, concise, and accurate documents and reports detailing investigation activities and findings; and performing other related duties.

### **DESIRABLE QUALIFICATIONS:**

- Proficient in working with various computer databases and software packages such as Microsoft Word, Access, Excel, PowerPoint and Outlook
- Ability to work flexible hours
- Demonstrated ability to exercise a high degree of initiative and independence in performing assigned tasks
- Demonstrated ability to work in a team environment with commitment and a cooperative attitude
- Aptitude for investigation work

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### **DO NOT SUBMIT APPLICATIONS TO CALHR**

**AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.**

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- Ability to act in a professional manner to establish and maintain an effective working relationship with clients of various levels in the Department, general public and other state departments and public entities
- Demonstrated ability to handle sensitive and confidential issues and materials
- Demonstrated ability to handle changing priorities and deadlines
- Willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles
- Demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities, or by well-defined occupational or vocational interests

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Special Investigator level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (include copy of college degree and/or transcripts if required) will eliminate you from being considered for the position.

### **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Maria Fuentes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (include copy of college degree and/or transcripts if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE “SPECIAL INVESTIGATOR, PSN # 413-743-8612-ORG” ON THE STATE APPLICATION.**

**Applications must be postmarked by the final filing date to be considered.** For additional information, please call Maria Fuentes at (916) 492-3309.

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**FINAL FILING DATE:** Friday, October 31, 2014 by 5:00 p.m. – Close of Business

**NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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